



DESCRIPTION

Our Client is an international trading company with over 20 years experience in commodity products. We are looking for a new Back Office Assistant with professional experience (minimum 3 years) in Back Office management.

QUALIFICATIONS - EXPERIENCE - SKILLS

- Previous experience in same position (see tasks & responsibilities below)
- Fluent in Russian and English. Italian or other language knowledge are considered a plus
- Team oriented with excellent communication skills
- Precise, accurate, reliable, responsible, with polite attitude and flexibility

MAIN TASKS & RESPONSIBILITIES

- Front Office and Reception management: welcoming guests, dealing with incoming e-mail and phone calls, arranging meeting rooms, maintaining supplies of stationery and equipment
- Shipment and courier management
- Act as support for Commercial Director in preparation and sending of invoices and documents for custom declaration
- Support in arranging travels and accommodations for employees and managers
- Event organization (conferences, internal / external meetings, team building, company dinners)
- Arranging documents for travel visas and passports
- Translations (RU/ENG - ENG/RU)
- General reception activities

LOCATION & JOB CONTRACT INFO

CH – Lugano, 100% (full time)

Please send CV (with current photo) by e-mail to luca.frigerio@4uc.ch, showing the Ref. CO-153; as stated in the EU Directive 2016/679 (GDPR), please clearly consent to the treatment and processing of personal data present in your CV, for the Personnel Research and Selection exclusively purposes. Please also be kindly informed we will not be able to process your application without your explicit consent; this consent may be revoked at any time by writing to: info@4uc.ch. Finally, we will get in touch with you by when your profile will match with the posted vacancy.